



UNITED NATIONS ASSOCIATION OF GREATER BOSTON

10 Winter Place ♦ Boston, MA 02108 ♦ Tel: 617-482-4587 ♦ Fax: 617-482-0937 ♦ Email: info@unagb.org ♦ www.unagb.org

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September 7, 2012

Dr. Masanori Naito
Graduate School of Global Studies
Doshisha University
Karasuma-Imadegawa
Kamigyo-ku, Kyoto, 602-8580, JAPAN

Dear Dr. Naito.

I am writing on behalf of Kyoko Shiga, who is applying for a Ph.D program at the Graduate School of Global Studies at Doshisha University in Kyoto, Japan.

Kyoko who was an intern in the Education Department of the United Nations Association of Greater Boston (UNA-GB) from January 2011-May 2011. During her tenure at UNA-GB, Kyoko's top priorities were research and data collection for various initiatives, assisting in event logistics including conference preparation and implementation support, and daily administrative tasks. In all of the aforementioned areas, Kyoko went above and beyond the initial instructions and was an all around asset to our organization.

During the length of her internship, Kyoko proved to be one of our most hard-working, meticulous, and respectful interns. She is very detail oriented and has high standards for the quality of work she produces, whether it is a research paper on Peacekeeping Operations or folding letters to put in envelopes. She is conscientious and diligent with even the most menial of tasks. She also takes her time to ensure every product she creates is exactly what was asked for and follows directions very well.

Kyoko took initiative even when it is not asked of her. For example, for UNA-GB's signature event of the calendar year, the Consuls Ball, the vendor for our centerpieces fell through, and Kyoko suggested a flower shop she knew, and took the helm during the negotiation and communication process, even though she had no previous experience working with event vendors and she had no personal relationship with the vendor she contacted. In the end, the centerpieces she procured for us were quite stunning and the relationship established with the vendor could not have been better. We definitely have to thank Kyoko for her determination and persistence to help us in our time of need.

All in all, Kyoko is a reliable, responsible and determined young woman who takes great pride in everything she does. Her work was always high quality and she was a joy to work with. We were lucky to have had Kyoko and her amazing work ethic at our organization.

Sincerely,

Lena Granberg
Executive Director